

CERTIFICATION OF WORK

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: Alexandria Date of Visit: 5/29/19  
VA002

Contractor Personnel on Site:

1. Patrick Donovan
2. \_\_\_\_\_

**Work Performed:**

**Preventive Maintenance** - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. 8494, 8524, 8555, 8469, 8495

**Service Calls** -- Service Call Number and Description

1. CSS# \_\_\_\_\_
2. CSS# \_\_\_\_\_
3. CSS# \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 5/29/19

Signed: [Signature]

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: Archer M... Date: 2019 0529

Signed: [Signature]

E-Mail: \_\_\_\_\_

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST LIGHTING, OUTSIDE / Photo cell

SITE AND BLDG #: Alexandria 11002 MECHANIC SIGNATURE: [Signature] DATE: 5/29/19  
LOCATION/RM #: Exterior WO# 8494 ASSET # 1570 START TIME: 1:35 FINISH TIME: 1:50

		1	2	3	4	5	6
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	<input checked="" type="checkbox"/>					
2	Schedule and coordinate work with operating personnel.	<input checked="" type="checkbox"/>					
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>					
1	Open and tag switch.	<input checked="" type="checkbox"/>					
2	Inspect visual condition of wiring. Look for evidence of overheating.	<input checked="" type="checkbox"/>					
3	Check for proper light operation.	<input checked="" type="checkbox"/>					
4	Test operation of automatic switches/ time clock/ <del>Photo cell</del> if applicable.	<input checked="" type="checkbox"/>					
5	Inspect light pole and mounting devices for deficiencies.	<input checked="" type="checkbox"/>					
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	<input checked="" type="checkbox"/>					

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CMV) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.  
To be performed by: General Maintenance Worker  
Additional Notes:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST TIME CLOCK, LIGHTING

SITE AND BLDG #: Alexandria 14002 MECHANIC SIGNATURE: [Signature] DATE: 5/29/19  
LOCATION/RM #: 3 WO# 8494 ASSET # 5967 should be asset 1569 START TIME: FINISH TIME:

CHECK NO.	CIRCUMSTANT DESCRIPTION	TASK COMPLETED		NOTES/ACTIVITIES
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT REGULAR INSPECTION SERVICE				
1	Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check physical connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Verify the timeclock configuration, ensure proper operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	If applicable, check battery and replace as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Could not locate. Asked bldg. Mgr + AFOS and neither one knew of any Time Clock.

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #:

*Alexandria 1A002*

MECHANIC SIGNATURE:

*[Signature]*

DATE:

*5/23/19*

LOCATION/RM #:

*Bayler Zoom WO# 8494*

ASSET #

*1568*

START TIME:

*9:55*

FINISH TIME:

*10:20*

1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	<input checked="" type="checkbox"/>			
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>			
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	<input checked="" type="checkbox"/>			
4	Do not allow any open flames around equipment.	<input checked="" type="checkbox"/>			
1	Attach drain hose. Drain several gallons from tank to remove sediment.	<input checked="" type="checkbox"/>			<i>Tip broke off</i>
2	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Insure that no personnel are in area of relief piping discharge.	<input checked="" type="checkbox"/>			<i>Good</i>
3	Check all connections - electric, gas and water. Tighten as necessary.	<input checked="" type="checkbox"/>			<i>all good</i>
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.	<input checked="" type="checkbox"/>			<i>done / good</i>
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	<input checked="" type="checkbox"/>			<i>done</i>
6	Clean sight glasses on tanks.	<input checked="" type="checkbox"/>			<i>done</i>
7	Clean strainer, check condition of traps. Report and repair leaks.	<input checked="" type="checkbox"/>			<i>done</i>
8	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	<input checked="" type="checkbox"/>			<i>done</i>
9	If applicable, Remove and inspect Anode, replace if necessary.	<input checked="" type="checkbox"/>			<i>done</i>
10	Clean up work area and remove trash.	<input checked="" type="checkbox"/>			<i>done</i>

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker  
Additional Notes: